

## AGENDA FOR THE PLAN COMMISSION

Members noticed must notify the person who prepared agenda (see below) at least 24 hours before the meeting as to whether they will not be able to attend this meeting.

**Date and Time:** Tuesday, August 18, 2020 – **5:15 PM**  
**Location:** Council Chambers, Municipal Building, 101 South Blvd., Baraboo, Wisconsin  
**Member Notices:** Mayor Palm, P. Wedekind, R. Franzen, J. O'Neill, T. Kolb, D. Marshall, and Matthew Boeggner.  
**Others Noticed:** T. Pinion, E. Geick, E. Truman, Ken Cady, Tom Greve, Anna Pulling, Oleg Boukhankov, Kevin Shelley, Library, and Media.

### **PETITIONERS OR REPRESENTATIVES MUST BE PRESENT OR SUBJECT WILL NOT BE HEARD BY THE COMMISSION!**

#### **1. Call to Order**

- a. Note compliance with the Open Meeting Law.
- b. Roll Call
- c. Approve agenda.
- d. Approve July 21, 2020 meeting minutes.

#### **2. Public Invited to Speak** (Any citizen has the right to speak on any item of business that is on the agenda for Commission action if recognized by the presiding officer.)

#### **3. New Business**

- a. Consider a request to rezone a 0.53 parcel of land in the southwest corner of the Baraboo Country Club, Inc. property, located on the east side of the 900 block of Walnut Street (across from Pierce Park), from C-1 Conservancy to R-1A Single-Family Residential, being part of the SE ¼ of the SE ¼ of Section 11, T11N, R6E, City of Baraboo, Sauk County, Wisconsin.
- b. Review and approve a one-lot CSM, located on the east side of the 900 block of Walnut Street (across from Pierce Park), being part of the SE ¼ of the SE ¼ of Section 11, T11N, R6E, City of Baraboo, Sauk County, Wisconsin, by Baraboo Country Club Inc.
- c. Consideration of a Request by Oleg Boukhankov, d/b/a Absolute Auto Repair and Sales, LLC, to review a GDP/SIP in accordance with Step 3 & 4 of the Planned Development process to allow an Automobile Sales and Service business with a body shop to be located in the existing building on the southeast corner of 8<sup>th</sup> Avenue and Park Street in a B-2, Neighborhood Business zoning district located on Lots 6 and 7 in Block 16 of the Moore & Drowns Addition to the City of Baraboo in the NE¼ of the SW¼ of Section 35, T12N, R6E, located at 633 8<sup>th</sup> Avenue (formerly occupied by Parkside Motors).

#### **4. Adjournment**

Mike Palm, Mayor

Agenda prepared by Kris Jackson, 355-2730, Ext. 7309  
Agenda Posted by Kris Jackson on August 12, 2020

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**PLEASE TAKE NOTICE**, that any person who has a qualifying as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format, should contact the Municipal Clerk, 101 south Blvd., or phone 355-2700, during regular business hours at least 48 hours before the meeting so that reasonable arrangements can be made to accommodate each request.

**FOR INFORMATION ONLY, NOT A NOTICE TO PUBLISH.**

## PLAN COMMISSION ITEM SUMMARY

August 18, 2020

**SUBJECT:** CONSIDER A REQUEST TO REZONE A 0.53 PARCEL OF LAND IN THE SOUTHWEST CORNER OF THE BARABOO COUNTRY CLUB, INC. PROPERTY, LOCATED ON THE EAST SIDE OF THE 900 BLOCK OF WALNUT STREET (ACROSS FROM PIERCE PARK), FROM C-1 CONSERVANCY TO R-1A SINGLE-FAMILY RESIDENTIAL, BEING PART OF THE SE ¼ OF THE SE ¼ OF SECTION 11, T11N, R6E, CITY OF BARABOO, SAUK COUNTY, WISCONSIN.

**SUMMARY OF ITEM A:** The Baraboo Country Club would like to subdivide a half-acre lot at the southwest corner of their property on Walnut Street for a new single-family residence.

The entirety of petitioners' property is currently zoned C-1 Conservancy and despite the presence of multitude of residential structures along Inverness Terrace Court, a single family residence is not a permitted use in a C-1 zoning district. Accordingly, they would like to rezone the southwest corner of their property fronting Walnut Street to create a lot for a new single-family home.

**ACTION:** Forward to Common Council for a Public Hearing on the Rezoning with a recommendation to Approve/Conditionally Approve/or Deny the Proposed Rezoning to an R-1A Single-Family Residential zoning classification.

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**SUBJECT:** REVIEW AND APPROVE A ONE-LOT CSM ON THE EAST SIDE OF THE 900 BLOCK OF WALNUT STREET (ACROSS FROM PIERCE PARK), BEING PART OF THE SE ¼ OF THE SE ¼ OF SECTION 11, T11N, R6E, CITY OF BARABOO, SAUK COUNTY, WISCONSIN, BY BARABOO COUNTRY CLUB INC.

**SUMMARY OF ITEM B:** This Survey creates a new single-family residential formally defines the boundary for the property occupied by the Baraboo County Club.

### COMPLIANCE/NONCOMPLIANCE:

Pursuant to Section 18.06 – Certified Survey Map, I have found the CSM to be complete and have reviewed it for compliance with the ordinance.

**ACTION:** Since the proposed CSM includes right-of-way dedication, the Commission provides a recommendation to Common Council for Approval/Conditional Approval / Denial of the CSM. (Since the rezoning of this proposed lot should precede the Council's approval of the CSM, you may want to make that a condition of your recommendation.)

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**SUBJECT:** CONSIDERATION OF A REQUEST BY OLEG BOUKHANKOV, D/B/A ABSOLUTE AUTO REPAIR AND SALES, LLC, TO REVIEW A GDP/SIP IN ACCORDANCE WITH STEP 3 & 4 OF THE PLANNED DEVELOPMENT PROCESS FOR TO ALLOW AN AUTOMOBILE SALES AND SERVICE BUSINESS WITH A BODY SHOP TO BE LOCATED IN THE EXISTING BUILDING ON THE SOUTHEAST CORNER OF 8<sup>TH</sup> AVENUE AND PARK STREET IN A B-2, NEIGHBORHOOD BUSINESS ZONING DISTRICT LOCATED ON LOTS 6 AND 7 IN BLOCK 16 OF THE MOORE & DROWNS ADDITION TO THE CITY OF BARABOO IN THE NE¼ OF THE SW¼ OF SECTION 35, T12N, R6E, LOCATED AT 633 8<sup>TH</sup> AVENUE (FORMERLY OCCUPIED BY PARKSIDE MOTORS).

**SUMMARY OF ITEM C:** At last month's meeting, the applicants presented their conceptual plan to purchase the property for use as an automobile sales and service establishment that will include a body shop with a paint booth. Mr. Boukhankov explained that he has an accepted Offer to Purchase this property with a

with a paint booth. Mr. Boukhankov explained that he has an accepted Offer to Purchase this property with a contingency on zoning that allows the property to be used as he plans. The underlying B-2 Zoning used to allow the desired use as a Conditional Use but it was subsequently eliminated by a recent Amendment to the Zoning Code, which creates the need for the PUD Zoning in lieu of rezoning this property to B-3, Highway Oriented Business. This property was formerly occupied by Parkside Motors for many years and more recently by Sand County Motors so the proposed use is nothing new to the neighborhood. Since the property is fully developed, the GDP & SIP are combined for the sake of this request. As part of this request, the applicant has provided provide a narrative description of their proposed use and a site plan identifying the location and number of vehicles displayed for sale, the number and location of customer parking stalls, and the location and number of employee parking stalls. Any lighting that is added to the site will strictly conform to the City's lighting standards. Similarly, any signage on the site must also comply with the City's Sign Code.

**COMPLIANCE/NONCOMPLIANCE:**

Pursuant to Section 17.36B – Planned Unit Developments, I have found the application to be complete and have reviewed it for compliance with the ordinance.

**ACTION:** Approve/Conditionally Approve/Deny the GDP/SIP.

**ACTION:** Forward to Common Council for a Public Hearing on the Re-Zoning with a recommendation to Approve the Planned Development overlay district.

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## Minutes of Plan Commission Meeting July 21, 2020

**Call to Order** – Mayor Palm called the meeting of the Commission to order at 5:18 PM.

**Roll Call** – Present were Mayor Palm, Phil Wedekind, Roy Franzen, Jim O'Neill, Tom Kolb, and Dee Marshall.

Also in attendance were Pat Cannon, Attorney Emily Truman, David Miller, Anna Pulling, Oleg Boukhankov, and Kevin Shelley.

### **Call to Order**

- a. Note compliance with the Open Meeting Law. Mayor Palm noted compliance with the Open Meeting Law.
- b. Agenda Approval: Mayor asked for a motion to approve the agenda with a minor change to switch under New Business, Item a and b, so the Baraboo Public Library will be first and the four-lot CSM would be seconded. It was moved Kolb, seconded by Wedekind to approve the amended agenda. Motion carried unanimously.
- c. Minutes Approval: It was moved by Franzen, seconded by Wedekind to approve the minutes of the June 16, 2020 meeting. Motion carried unanimously.

**Public Invited to Speak** (*Any citizen has the right to speak on any item of business that is on the agenda for Commission action if recognized by the presiding officer.*) – There were no speakers.

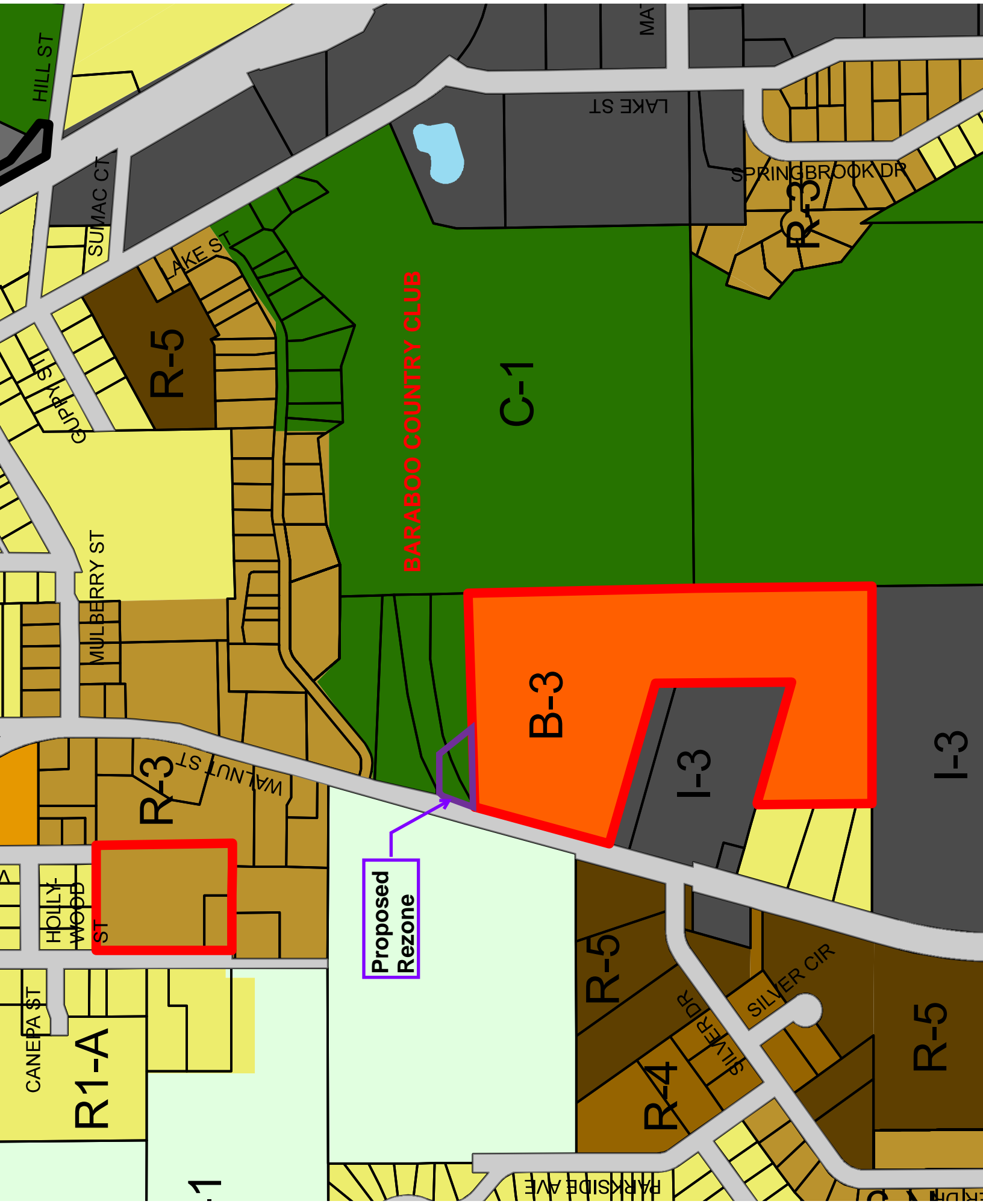
### **New Business**

- a. Review and approve a two-lot Certified Survey Map for land the Baraboo Public Library, located on the east side of Birch Street between 4<sup>th</sup> and 5<sup>th</sup> Avenues, being Lots 6, 7, 8, 9 and parts of Lots 4,5, and 10 of Block 21 of the Original Plat of the City of Baraboo (formerly Adams) in the NW ¼ of the SE ¼ and the SW ¼ of the SE ¼ of Section 31, T12N, R6E, City of Baraboo, Sauk County Wisconsin, by the City of Baraboo – Pat Cannon presented the background to the Commission. Cannon said that this CSM does a combination of combining all of those lots in order to facilitate the library expansion. Palm said that this is similar to what was done when City Hall was built. Wedekind moved, Kolb seconded to approve the two-lot Certified Survey Map as presented. On roll call vote for the motion, Ayes – Franzen, O'Neill, Kolb, Marshall, Palm, and Wedekind. Nay – 0, motion carried 6 to 0.
- b. Review and approve a four-lot Certified Survey Map for land in the City's Extraterritorial Plat Approval Jurisdiction and the Town of Baraboo Sanitary District No. 1, located on the south side of Gall Road just west of Gasper Drive, being part of the NW ¼ of the SW ¼ of Section 12, T11N, R6E, Town of Baraboo, Sauk County, Wisconsin, by David & Tari Miller – Palm said that Engineer Pinion feels that this CSM is in the Town of Baraboo Sanitary District and meets the criteria and accordingly he is suggestion that the CSM be approved. It was moved by Wedekind, seconded by Kolb to approve the CSM as presented. Kolb asked Mr. Miller if Lot 4 has a driveway access to Gall Road. Miller said that it has a walk access on the east side of Lot 1. He said the walk is 3-foot wide. He said that he is going to have a shared driveway easement for Lot 4 across the narrow strip of Lot 3 and Lot 2. On roll call vote for the motion, Ayes – O'Neill, Kolb, Marshall, Palm, Wedekind, and Franzen. Nay – 0, motion carried 6-0.
- c. Review a Conceptual Development Plan in accordance with Step 2 of the Planned Development process for Oleg Boukhankov, d/b/a Absolute Auto Repair and Sales, LLC to allow an Automobile Sales and Service business to be located in the existing building on the southwest corner of 8<sup>th</sup> Avenue and Park Street in a B-2, Neighborhood Business zoning district Lots 6 and 7 in Block 16 of the Moore & Drowns Addition to the City of Baraboo in the NE¼ of the SW¼ of Section 35, T12N, R6E, located at 633 8<sup>th</sup> Avenue and formerly occupied by Parkside Motors – Truman said that this is a very early Conceptual Design, they are looking for feedback from the Commission. She said that the property was previously used as a car repair shop and used car lot for several years. She said that the property has not been used for this for over a year; therefore, the conditional use overlay no longer applies which it is why it is before the Commission. Palm said that the City Engineer suggests that the Commission give some consideration of the location and the number of vehicles displayed for sale, the number and location of customer parking stalls, and the number and location of employee parking stalls. Kolb said that used car sales was eliminated from B-2 zoning, but this has been a staple in this

area for quite some time, and it is an attractive building; therefore, he would not have any concerns about selling cars at this location. Kolb said he would be concerned about the number of cars available there and where they would be. Anna Pulling spoke, saying that her husband, Oleg and her own Absolute Auto, located on Highway BD, they average about 15 cars on the lot and they would like to move in to town. She said that they do not plan to park many cars behind the building. She said that most of the vehicles they buy need repairs. She said that their plan is to repair cars on-site for themselves, so they do not plan to have a lot of traffic from customers. Kolb suggested that they get together with Tom Pinion to talk about the number of vehicle and location. Pulling said that they are also interested in opening a body shop for themselves. Palm said that as this moves forward it would like to see them work closely with City Engineer as to number of cars, exact location of parking, and ADA requirements. The Commission presented an overall favorable, but wants to see them work with City Engineer regarding where employees park, cars for sale, ADA requirements, etc.

**Adjournment** - It was moved by Kolb, seconded by Wedekind to adjourn at 5:33 p.m. The motion carried unanimously.

Mike Palm, Mayor



As prepared by:

**GROTHMAN & ASSOCIATES S.C.**  
LAND SURVEYORS

625 EAST SUPER STREET, P.O. BOX 373 PORTAGE, WI. 53801  
PHONE: PORTAGE: (608) 742-7788 SAUK: (608) 644-8877  
FAX: (608) 742-0434 E-MAIL: surveying@grothman.com  
(RED LOGO REPRESENTS THE ORIGINAL MAP)

G & A FILE NO. 620-286

DRAFTED BY: A. JEROME

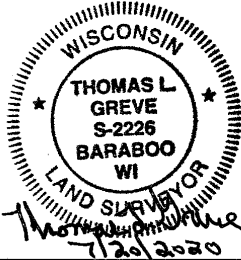
CHECKED BY: TG

PROJ. 620-286

DWG. 620-286

SHEET 1 OF 3

SEAL:



## SAUK COUNTY CERTIFIED SURVEY MAP NO. \_\_\_\_\_

### GENERAL LOCATION

BEING PART OF LOT 1, C.S.M. 1698 AS RECORDED IN VOLUME 7 OF C.S.M.S, PAGES 1698, 1698A, 1698B, AND 1698C AS DOCUMENT NO. 485504 AND LANDS LOCATED IN THE SE1/4 OF THE SE1/4, SECTION 2, T. 11 N, R. 6 E, CITY OF BARABOO, SAUK COUNTY, WISCONSIN.

CONTAINING: 30,005 SQ. FT. (0.69 ACRES)

**INVERNESS TERRACE COURT**

E1/4 COR. SEC. 2



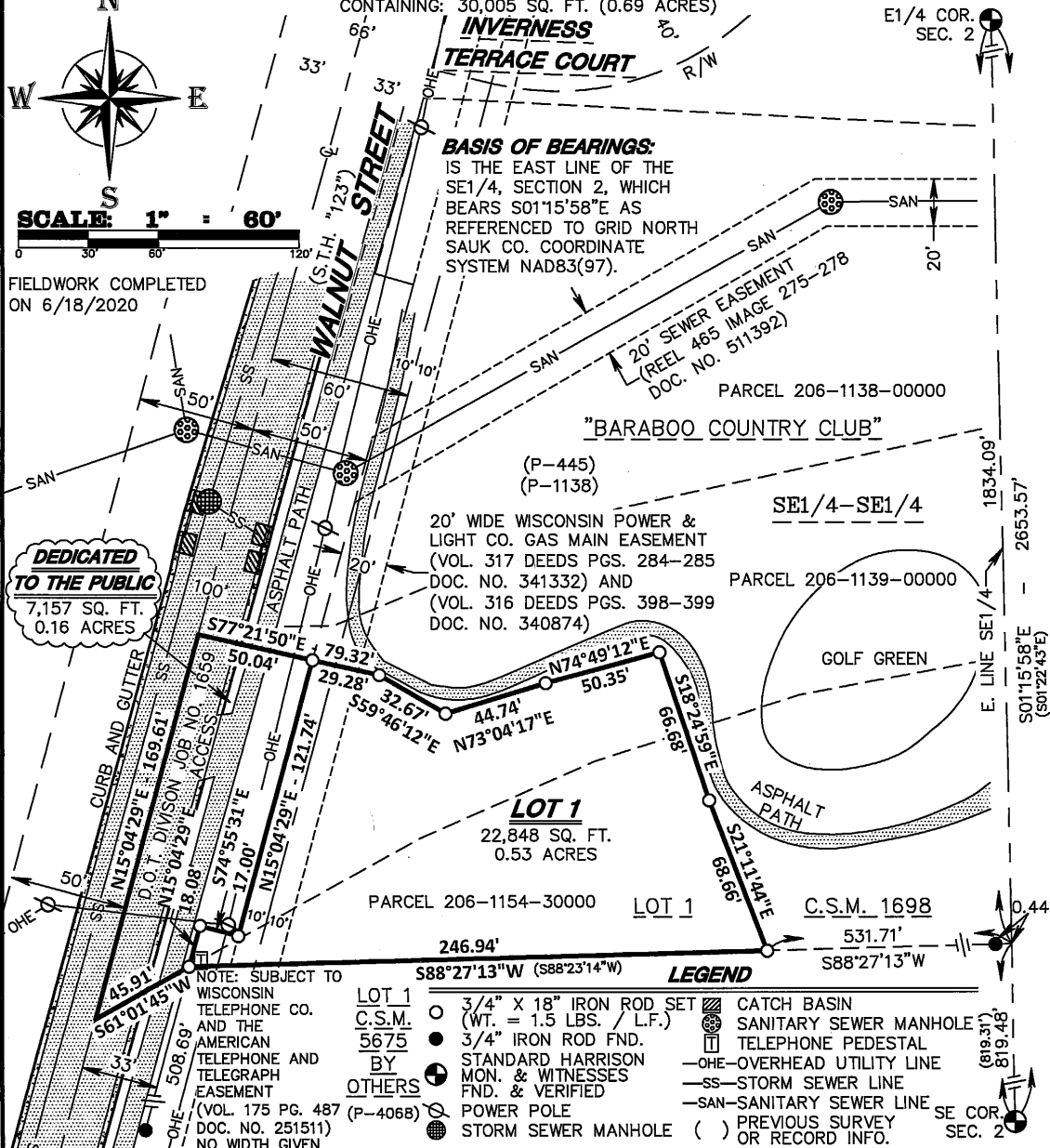
SCALE: 1" = 60'

FIELDWORK COMPLETED  
ON 6/18/2020

### BASIS OF BEARINGS:

IS THE EAST LINE OF THE SE1/4, SECTION 2, WHICH BEARS S01°15'58"E AS REFERENCED TO GRID NORTH SAUK CO. COORDINATE SYSTEM NAD83(97).

**DEDICATED TO THE PUBLIC**  
7,157 SQ. FT.  
0.16 ACRES



LOT 1  
C.S.M.  
5675  
BY  
OTHERS

NOTE: SUBJECT TO  
WISCONSIN  
TELEPHONE CO.  
AND THE  
AMERICAN  
TELEPHONE AND  
TELEGRAPH  
EASEMENT  
(VOL. 175 PG. 487 (P-4068)  
DOC. NO. 251511)  
NO WIDTH GIVEN

- 3/4" X 18" IRON ROD SET (WT. = 1.5 LBS. / L.F.)
- 3/4" IRON ROD FND.
- STANDARD HARRISON MON. & WITNESSES FND. & VERIFIED
- POWER POLE
- STORM SEWER MANHOLE

- CATCH BASIN
- SANITARY SEWER MANHOLE
- TELEPHONE PEDESTAL
- OHE-OVERHEAD UTILITY LINE
- SS-STORM SEWER LINE
- SAN-SANITARY SEWER LINE
- PREVIOUS SURVEY OR RECORD INFO.

**OWNER/CLIENT:** BARABOO COUNTRY CLUB INC.  
401 MINE ROAD  
BARABOO, WI 53913

As prepared by:

**G GROTHMAN & ASSOCIATES S.C.**  
LAND SURVEYORS

825 EAST SUFER STREET, P.O. BOX 373 PORTAGE, WI. 53901  
PHONE: PORTAGE: (808) 742-7788 SAUK: (808) 844-8877  
FAX: (808) 742-0434 E-MAIL: [surveying@grothman.com](mailto:surveying@grothman.com)  
(RED LOGO REPRESENTS THE ORIGINAL MAP)

**G & A FILE NO. 620-286**

DRAFTED BY: A. JEROME

CHECKED BY: TG

PROJ. 620-286

DWG. 620-286 SHEET 2 OF 3

SEAL:



## **SAUK COUNTY CERTIFIED SURVEY MAP NO. \_\_\_\_\_**

### **GENERAL LOCATION**

Volume \_\_\_\_\_, Page \_\_\_\_\_

**BEING PART OF LOT 1, C.S.M. 1698 AS RECORDED IN VOLUME 7 OF C.S.M.S, PAGES 1698, 1698A, 1698B, AND 1698C AS DOCUMENT NO. 485504 AND LANDS LOCATED IN THE SE1/4 OF THE SE1/4, SECTION 2, T. 11 N, R. 6 E, CITY OF BARABOO, SAUK COUNTY, WISCONSIN.**

CONTAINING: 30,005 SQ. FT. (0.69 ACRES)

### **SURVEYOR'S CERTIFICATE**

I, **THOMAS L. GREVE**, Professional Land Surveyor, do hereby certify that by the order of the **Baraboo Country Club, Inc.**, I have surveyed, monumented, mapped and divided part of Lot 1, Certified Survey Map, No. 1698 as recorded in Volume 7 of Certified Survey Maps, pages 1698, 1698A, 1698B and 1698C as Document No. 485504 and lands located in the Southeast Quarter of the Southeast Quarter of Section 2, Town 11 North, Range 6 East, City of Baraboo, Sauk County, Wisconsin, described as follows:

Commencing at the East Quarter corner of Section 2;  
thence South 01°15'58" East along the East line of the Southeast Quarter of Section 2, 1,834.09 feet to the Northeast corner of Lot 1, Certified Survey Map, No. 5675;  
thence South 88°27'13" West along the North line of Lot 1, 531.71 feet to the point of beginning;  
thence continuing South 88°27'13" West along the North line of Lot 1, 246.94 feet to the Northwest corner of Lot 1, said point being in the East right-of-way line of Walnut Street;  
thence South 61°01'45" West, 45.91 feet to a point in the centerline of Walnut Street;  
thence North 15°04'29" East along the centerline of Walnut Street, 169.61 feet;  
thence South 77°21'50" East, 79.32 feet;  
thence South 59°46'12" East, 32.67 feet;  
thence North 73°04'17" East, 44.74 feet;  
thence North 74°49'12" East, 50.35 feet;  
thence South 18°24'59" East, 66.68 feet;  
thence South 21°11'44" East, 68.66 feet to the point of beginning.  
Containing 30,005 square feet (0.69 acres), more or less. Being subject to servitudes and easements of record, if any.

I DO FURTHER CERTIFY that this is a true and correct representation of the boundaries of the land surveyed and that I fully complied with the Provisions of AE7 Wisconsin Administrative Code, Chapter 236.34 of the Wisconsin State Statutes and the City of Baraboo Subdivision Ordinance to the best of my knowledge and belief.

  
**THOMAS L. GREVE**

Professional Land Surveyor, No. 2226

Dated: July 20, 2020

File No.: 620-286

**OWNER/CLIENT:** BARABOO COUNTRY CLUB INC.  
401 MINE ROAD  
BARABOO, WI 53913



As prepared by:

**GROTHMAN & ASSOCIATES S.C.**  
LAND SURVEYORS

625 EAST SUPER STREET, P.O. BOX 373 PORTAGE, WI. 53901  
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**G & A FILE NO. 620-286**

DRAFTED BY: A. JEROME

CHECKED BY: TG

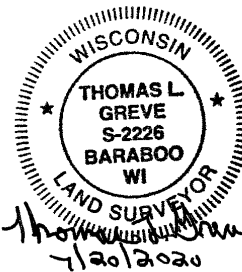
PROJ. 620-286

DWG. 620-286

SHEET 3 OF 3



SEAL:



**SAUK COUNTY CERTIFIED SURVEY MAP NO. \_\_\_\_\_**

**GENERAL LOCATION**

Volume \_\_\_\_\_, Page \_\_\_\_\_

**BEING PART OF LOT 1, C.S.M. 1698 AS RECORDED IN VOLUME 7 OF C.S.M.S, PAGES 1698, 1698A, 1698B, AND 1698C AS DOCUMENT NO. 485504 AND LANDS LOCATED IN THE SE1/4 OF THE SE1/4, SECTION 2, T. 11 N, R. 6 E, CITY OF BARABOO, SAUK COUNTY, WISCONSIN.**

CONTAINING: 30,005 SQ. FT. (0.69 ACRES)

**OWNER'S CERTIFICATE OF DEDICATION**

As Owner(s), I/ we hereby certify that I/we caused the land on this certified survey map to be surveyed, monumented, mapped and dedicated as represented on this certified survey map.

Witness the hand and seal of said Owner this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Baraboo Country Club, Inc.

STATE of WISCONSIN)

SS)

COUNTY OF \_\_\_\_\_)

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the above named \_\_\_\_\_ to me known to be the persons who executed the foregoing instrument and acknowledged the same.

**PLAN COMMISSION RESOLUTION**

**RESOLVED** that this Certified Survey Map and dedication in the City of Baraboo, Sauk County, Wisconsin is hereby approved by the Plan Commission.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Engineer

\_\_\_\_\_  
Date

I HEREBY certify that the foregoing is a copy of a Resolution adopted by the Plan Commission of the City of Baraboo, Wisconsin, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
City Clerk

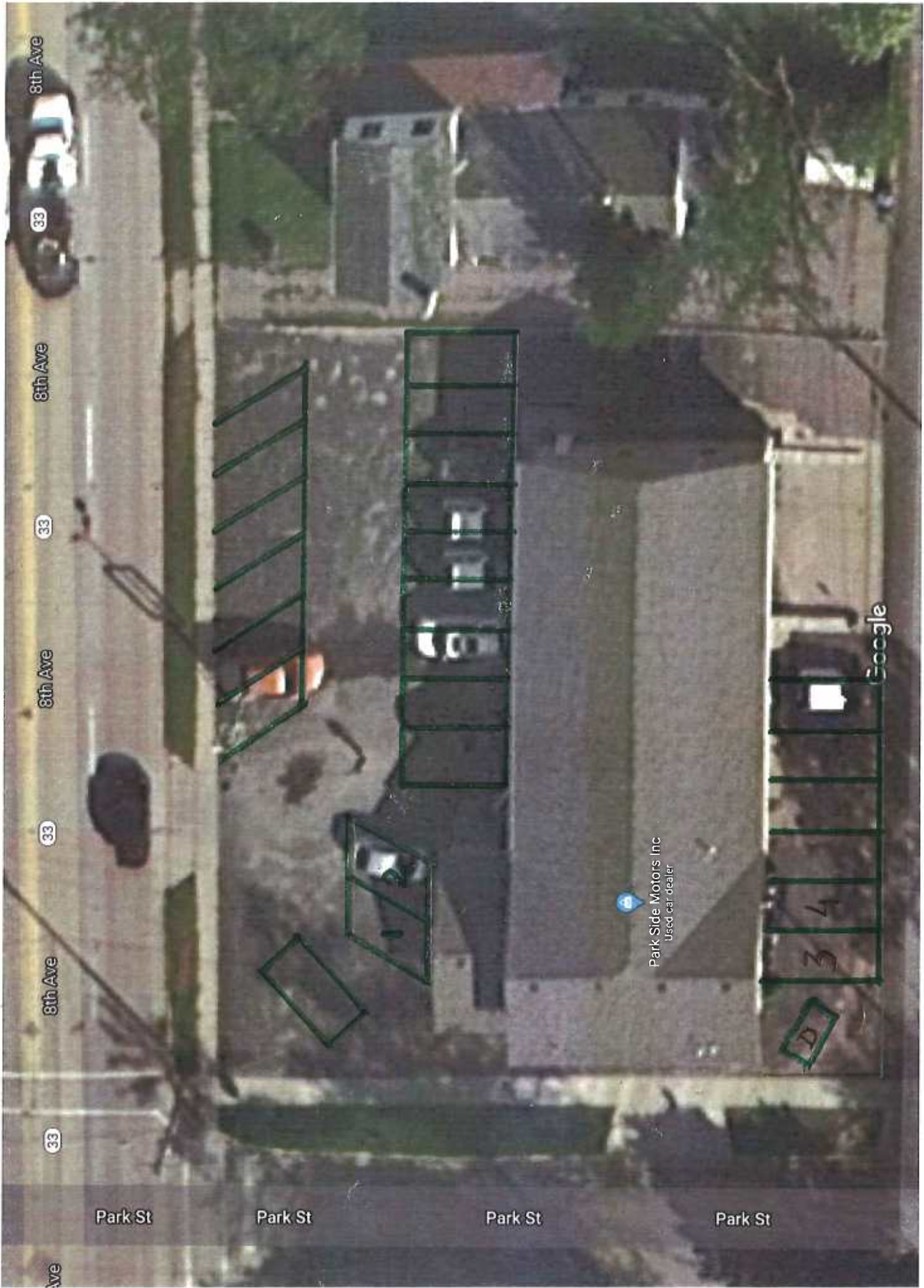
\_\_\_\_\_  
Date

**OWNER/CLIENT:** BARABOO COUNTRY CLUB INC.  
401 MINE ROAD  
BARABOO, WI 53913



Oleg Boukhankov and Anna Pulling  
608-963-8788

1. We are planning on opening a used car dealership at 633 8th Ave, Baraboo, WI 53913, with an average of 15 cars on the lot.
2. Hours of operation for the dealership are going to be 10a-5p Monday through Saturday. At the current location on Hwy BD we usually serve 1-3 customers a day, so we do not expect to create a lot of additional traffic at 633 8th Ave, Baraboo, WI 53913.
3. We will be running a body shop and an auto repair shop used to service/repair the vehicles that are being sold on the lot.
4. Hours of operation for the auto repair shop are going to be 9a-6p.
5. We care greatly about the environment and the wellbeing of the people in the neighborhood, therefore we will be installing a professional painting booth at this location with all the appropriate air filtration systems to satisfy the strictest environmental air quality requirements.
6. We are planning on keeping the vehicles that are in need of body work inside of the building.
7. We will assign two customer parking spots in front of the office.
8. We will assign two employee parking spots in the back of the building.
9. We will place a dumpster in the back of the building (fenced off.)



D - dumpster  
1, 2 customer parking  
3, 4 employee parking